

**Fort Campbell, Kentucky
Installation Safety Office**



**INSTALLATION
SAFETY AND OCCUPATIONAL HEALTH ACTION PLAN
2011**

25 October 2010

TABLE OF CONTENTS

Chapter 1 – Introduction

1.1. Preface – Safety & Occupational Health Action Plan.....	Page 3
1.2. Safety Goals.....	Pages 3-5
Chapter 2 - Directorate Requirements.....	Page 6
2.1 Strategy.....	Page 6
2.2 Review of Safety & Occupational Health Action Plans.....	Page 6
2.3 Purpose.....	Pages 6-7
2.4 Assessment Based on Accident Trends.....	Page 7
2.5 Conduct Systematic Management of Risk.....	Pages 7-9
2.6 Improve Safety Climate and Culture.....	Pages 9
2.7 Improve On/Off-Duty Losses.....	Pages 9-11
2.8 Collateral Duty Safety Officer (CDSO) Program.....	Page 11-12
2.9 Capture Best Practices.....	Page 12
2.10 Army Traffic Safety Training Program.....	Page 12-13
2.11 Safety Awards Program.....	Page 13
Chapter 3 - Acceptance Sheet.....	Page 14
Appendices	
(A) – Safety Occupational Health Action Plan Training & Reporting Requirement Matrix.....	A-1
(B) – Example Memorandum for Record (MFR) Safety Training/Meeting.....	B-1
(C) – Example of Memorandum for Record (MFR) Safety Training/Meeting.....	C-1
(D) – References.....	D-1

CHAPTER 1 – INTRODUCTION

1.1. PREFACE - SAFETY & OCCUPATIONAL HEALTH ACTION PLAN

The Safety Occupational Health Action Plan (SOHAP) applies to all IMCOM-SE, Fort Campbell, Kentucky, USAG Soldiers, Appropriate Fund (AF) / Non-Appropriate Fund (NAF) civilian employees and contractors. The installation SOHAP provides policies and procedures to support a safe and healthful working environment for Fort Campbell Soldiers, Family members, civilians and contractors. Commanders, Directors, Managers, Supervisors, and employees are directed to support this policy to full extent of their authority and/or responsibility. Each Directorate will take the lessons learned from accidents in FY10 to improve their Directorate specific accident rate for FY11. **Command** must place emphasis on **Proactive Leadership Engagement** in the area of accident prevention at the Garrison level IOT reduce accident rates and adhere to the CSA Goals and the GC Goals for NAF. **Directors** must place emphasis on safety awareness and/or disseminate information to the workforce when accident rates increase and review non-recordable accident rates from FY10. **Managers and Supervisors** must develop, review, submit for approval at the appropriate level and disseminate Daily Risk Assessments on the task/mission at hand. Leaders at all levels must review the hazards associated with the task/mission and the control measures to mitigate those hazards IOT prevent accidents. Reviewing these hazards prior to work shifts beginning will increase employee SITUATIONAL AWARENESS (FY 10's #1 Root Cause for Accidents), thus improving employee focus on the task at hand, as well as reminding all employees of the hazards/control measures associated with the task/job or mission.

The Fort Campbell Strategic Plan expands the requirement for a Safety and Occupational Health Action Plan from the Installation level down to all Directorates. Safety objectives and initiatives outlined in this document will be the basis for development of the Directorates Safety and Occupational Health Action Plans. Preventing accidents and injuries and reducing associated losses must be the focus of every Commander, Director, Manager and Supervisor. The Installation Safety and Occupational Health Action Plan outlines vision, goals, and objectives for increasing operational, workplace, and health safety as well as reducing accidents.

This is a living document and will be refined and further developed in cooperation with safety, medical, personnel communities and endorsed by senior leaders and management, in order to incorporate these objectives throughout the Installation. It contains both mandatory and recommended events that will provide the tools for increasing safety awareness and reducing accidents. The mandatory events must be included in every Directorates Safety and Occupational Health Action Plan.

1.2. SAFETY GOALS. Safety goals evolve from numerous sources. This Safety and Occupational Health Action Plan is designed to focus on accomplishing all goals. To be successful, objectives and initiatives have been formulated which will provide effective and efficient movement towards meeting or exceeding established goals. Refined guidance will be incorporated into the Summer and Winter Safety Campaign Plans.

1.2.1. SECRETARY OF LABOR GOALS.

GOAL 1: Reduce total injury and illness case rates by 4% per year below the FY 2009 baseline. If an agency's rate is at or above the national target or by 1% per year if an agency's rate is below the national target.

GOAL 2: Reduce lost time injury and illness case rates by 4% per year below the FY 2009 baseline. If an agency's rate is at or above the national target or by 1% per year if an agency's rate is below the national target.

GOAL 3: Analyze lost time injury and illness data.

GOAL 4: Increase the timely filing of worker's compensation notice of injury or illness forms (forms CA-1 and 2) by 3% per year above the FY 2009 baseline.

GOAL 5: Increase the timely filing of wage-loss claims (form CA-7) to meet or exceed minimum annual thresholds.

GOAL 6: Reduce lost production day rates (days lost due to workplace injury or illness per 100 FTE) by 1% per year below FY 2009 baseline or maintain a rate of 15 days or less.

GOAL 7: Increase return-to-work outcomes for those federal employees who sustain serious workplace injuries or illnesses.

1.2.2. ARMY SAFETY & OCCUPATIONAL HEALTH OBJECTIVES (OBJ) FOR FY11

OBJECTIVE 1: Seat belt usage. Evaluate programs to inform and enforce the Army's mandatory seat belt and occupant restraint policy, with command emphasis on compliance.

OBJECTIVE 2: Motorcycle Operator Training and Helmet Wear Compliance. Achieve 100% completion of mandated Basic Rider Course for all soldiers who ride motorcycles on or off the installation. Achieve zero motorcycle fatalities involving soldiers who are not wearing a Department of Transportation (DOT) approved helmet.

OBJECTIVE 3: Sustain On Duty Loss Reduction.

OBJECTIVE 4: DA Civilian and Contractor Accident Reporting.

1.2.3. INSTALLATION MANAGEMENT COMMAND LINES OF EFFORT (LOE)

LOE 1: Soldier, Family and Civilian Readiness.

LOE 2: Soldier, Family and Civilian Well Being.

LOE 3: Leader and Workforce Development.

LOE 4: Installation Readiness.

LOE 5: Safety

LOE 6: Energy Efficiency and Security

1.2.4. INSTALLATION MANAGEMENT- SOUTHEAST REGION GOAL

GOAL 1: Implement actions to comply with, and improve upon, the accident reduction goals established by the Secretary of Labor and the Department of Army.

GOAL 2: Conduct bi-annual installation safety stand down days and quarterly safety training.

GOAL 3: Empower ALL personnel, in particular leaders to make on-the-spot corrections when they observe unsafe acts or conditions.

GOAL 4: Establish a command climate that encourages safe behavior and performance.

GOAL 5: Ensure that safety systems and programs are in place to support safety goals and objectives.

1.2.5. INSTALLATION GOALS

GOAL 1: Enhance Support to Expeditionary Forces and Fort Campbell Power Projection Capabilities.

GOAL 2: Enhance Well-Being of the Military Community

GOAL 3: Develop and Sustain an Innovative, Highly Capable, Mission Focused Workforce.

GOAL 4: Sustain, Transform, and Modernize the Installation

GOAL 5: Promote a Safety Culture.

GOAL 4: Transform Business Processes to become Effective, Efficient and Equitable.

1.2.6. INSTALLATION SAFETY OFFICE GOALS

GOAL 1: Provide Motorcycle Rider training/certification ICW the Army Traffic Safety Training Program.

GOAL 2: Assist the Command with fostering a Safety Climate and Culture where preventable loss and injuries are unacceptable and on-the-spot corrections of unsafe acts or conditions are the norm.

GOAL 3: Provide Efficient and Effective Management of Army Safety Program Elements in support of higher Headquarter goals and objectives.

GOAL 4: Improve On-Duty Loss Reductions from FY10.

GOAL 5: Improve DA Civilian and Contractor Accident Reporting. Ensure that all accidents are reported in a timely manner and investigated IAW DA PAM 385-10.

GOAL 6: Improve Supervisor knowledge and the use of the Installation Safety Awards Program by increasing the number of USAG Soldiers, DA Civilians and/or contractors awarded for Excellence in Safety.

CHAPTER 2 - DIRECTORATE REQUIREMENTS.

2.1. STRATEGY: The Garrison Commander is responsible for the safety and health of all Soldiers, civilians and contractors assigned or attached to the Garrison. Additional responsibilities include safety support services to the Senior Mission Commander, tenant units, Army Family members and civilian employees that fall within the purview of the Garrison. The key to a successful safety program is **“Proactive Leadership Engagement!”** Commanders, Directors, Managers and Supervisors at all levels are directed to support this policy to full extent of their authority and/or responsibility. The Installation Safety Office (ISO) has assigned a Safety and Occupational Health (SOH) Specialist to each Directorate to provide assistance. Accidents, occupational injuries, and illnesses are unacceptable impediments to the Installation’s mission, readiness, well being, and morale. Our goal is to reduce the number accidents that occurred during FY10 for both Appropriated Fund (AF) employees and Non-Appropriated Fund (NAF). The AF employee goal is to regain the reduction rate mandated by the CSA (40%) using FY06 as a baseline. The NAF goal is to improve on the gains made during FY 10 (10% accident reduction rate) using FY09 as the baseline, thus setting an accident reduction rate goal of 20% for FY 11, while increasing safety awareness for off duty activities.

2.2. REVIEW OF SAFETY AND OCCUPATIONAL HEALTH ACTION PLANS.

Directorates will review their existing Safety and Occupational Health Action Plans (SOHAP), Emergency Action Plans (EAPs), and/or Directorate specific Standard Operating Procedures (SOPs) to ensure they conform to requirements of the 2011 Installation Safety and Occupational Health Action Plan. As a minimum, each Directorate will have a written SOHAP, EAP, and SOP as applicable. Subordinate plans should be developed as an “Action Plan” which provides guidance to employees on how the safety program is implemented within the Directorate. Plans will be reviewed by SOH specialist assigned to that Directorate during the 1st Quarter of the FY 11 in order to determine if the plan is written in accordance with guidance established in this document. An approved/signed Directorate SOHAP and EAP will be submitted to the ISO NLT the end of the 1st Quarter FY 11. Plans will be adjusted as required to enhance performance levels and meet goals. In addition, Plans will be developed for all hazardous operations and posted in explosive and chemical operations workplaces. Commanders, Directors, Supervisors and Managers will ensure that all employees are knowledgeable of their plan and the plan is posted and/or available in the workplace.

2.3. PURPOSE. Commanders and Directors will focus on promoting a culture of safety awareness through employee training, enforcement of safety standards, implementation of Composite Risk Management (CRM) throughout all phases of the work plan development and/or daily operations, and effective communication of relevant safety topics and messages, all of which will enhance accident prevention. The most important communication involves supervisor/manager and/or shop foreman to employee (or leader to group of employees) addressing the Job Hazard Analysis (JHA) and/or Job Safety Analysis (JSA) associated with each task or job, implementation of control measures to reduce the risk of injury for the job or task at hand, and continued refinement or evaluation of the JHAs/JSAs through lessons learned. The following paragraphs outline requirements which must be met to fulfill the strategic performance objectives. The content should be the basis for Directorate Safety and Occupational

Health Action Plans; however, this action plan may not capture all concerns within every Directorate and should be supplemented based on activities and work place concerns.

2.4. ASSESSMENT BASED ON ACCIDENT TRENDS. Directorates will conduct an assessment of their FY10 accident history using the accident data furnished during 4th quarter FY10 Safety and Occupational Health Advisory Councils (SOHAC) or recorded CA-1 submissions. CDSOs will identify accident trends and develop countermeasures to prevent recurrence during FY11. In addition, Directorates will review FY10 Low Risk Facility Inspection completion status to ensure facilities were inspected and all reports were submitted IAW AR 385-10, DA PAM 385-10 and Garrison Commander Policy Letter 19 - Safety Philosophy. CDSOs will develop an FY11 plan to ensure that all Low Risk Facilities are inspected on a quarterly basis with the overall goal of 100% of the Directorate Low Risk Facilities inspected by the end of FY11. Directorates will submit their Low Risk Facility Inspection plan to the ISO SOH Specialist assigned to that Directorate.

2.5. CONDUCT SYSTEMATIC MANAGEMENT OF RISK. Supervisors and first/second line leaders must conduct pre-work/shift risk assessments in order to reduce on-duty injuries. Several tools are available to assist leaders in conducting pre-work/shift risk assessments. Two commonly used tools are Composite Risk Management Process (CRM) and Job Hazard Analysis / Job Safety Analysis. Composite Risk Management Process and/or analysis must be integrated into all phases of daily operations and/or missions. Decisions must be made at the appropriate approval level (SEE GC Policy15, Composite Risk Management and Risk Decision Authority). CRM is a 5 step process that must be applied cyclically and continuously. Supervisors must not accept unnecessary risk; nor should you be risk averse. Supervisors must identify and control the hazards IOT complete the task or mission at hand. Job Hazard Analysis (JHA) and/or Job Safety Analysis (JSA) worksheets for all High, Medium and Low Risk job functions are required to be developed, validated and/or reviewed annually. CDSOs with assistance from the employees will focus on identifying hazards encountered during the job process and how to eliminate or control them. Employees performing the work must be involved in development of the JHAs/JSAs! JHA/JSA will be reviewed with new employees and will contain PPE requirements as appropriate. Composite Risk Management (CRM) Analysis must become a necessary step of daily pre-work activities. Supervisors and/or first-line leaders must take the time to address the task/mission of the day prior to execution. This short briefing should review the hazards associated with the task or mission at hand, the control measures to mitigate the risk of employee injury and the required PPE for the task. At the completion of the shift of work, Supervisors/first-line leaders should address all "accidents and/or near-misses" to the on-coming Supervisor/first-line leader. Examples of all worksheets are on the FCINTRANET; <https://fcintranet:444/Garrison/Direcorates/iso/Shared%20Documents/Forms/AllItems.aspx> and by Occupational Skill at: <http://www.sam.usace.army.mil/so/pha.html>.

2.5.1. SUPERVISOR SAFETY RESPONSIBILITY / DUTIES. As an IMCOM-SE, Fort Campbell, Kentucky, Supervisor, you are the key player in our Safety Occupational and Health Program. Supervisors set the standard for accident prevention. You are responsible for implementing written programs and action plans, monitoring employees' safety performance, and preventing operational safety errors. The Occupational Safety and Health Act of 1970, Part

1960 - Basic Elements for Federal OSH Programs and Related Matters|| (Executive Order 12196, Public Law 91-596) states:

"Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the occupational safety and health standards applicable to their agency and with all rules, regulations, and orders issued by the head of the agency with respect to the agency occupational safety and health program." To properly exercise your responsibility, you must know the IMCOM-SE, Fort Campbell safety rules and regulations and the rights and responsibilities of the employees you supervise.

2.5.1.1. REGULATORY REQUIREMENTS. The following is a list of Supervisor responsibilities but is not all inclusive.

- a. Responsible for ensuring that all employees observe appropriate SOH rules and regulations.
- b. Appoint in writing, place on orders and have personnel to serve as the Collateral Duty Safety Officer (CDSO) to perform collateral support to the Directorates/section or shop SOH program. One CDSO will be assigned to each section and/or shop within each Directorate.
- c. Conduct Pre-Job Safety Briefings. Safety orientation for new employees should occur during the employee's first week on the job.
- d. Supervisors must ensure that the work environment under their authority is free from recognized or unacceptable hazards. Correct unsafe or unhealthful acts, conditions, and/or procedures. Investigate and correct hazards that are observed or that are reported to them, and if the hazard cannot be corrected, notify your Installation Safety Office and/or the organization collateral duty safety representative. Conduct a follow up to see that the hazard, unsafe condition, or practice has been corrected.
- e. Conduct periodic inspections of job sites to determine potential hazards. Safe working conditions can be achieved only by finding and eliminating unsafe conditions and practices.
- f. Conduct facility annual inspections to enforce compliance with Army Regulations, Policies, and OSHA Standards.
- g. Investigate and report ALL on-duty accidents, injuries or illnesses IAW FY11 SOHAP Matrix. Accidents which are deemed recordable must be annotated using DA Form 285-AB, Abbreviated Ground Accident Report (AGAR).
- h. Develop, validate and review existing JHAs/JSAs annually.
- i. Develop, disseminate and conduct Emergency Action Plan & Fire Drills for each section/shop.

2.5.1.2. TRAINING.

- a. Ensure employees receive proper training to work safely. It is management's responsibility to ensure that all employees are properly trained in order to perform their assigned duties safely and IAW job specifications. All Safety training must be documented with the date, time and type of training, as well as the number of personnel attending that training. Training may include formal classes, written tests, reading assignments, one-on-one discussions, on-the-job training, online training and skill demonstrations.
- b. Ensure employees are enrolled in appropriate medical surveillance programs in accordance with applicable SOH criteria and/or Army policies.

c. Ensure employees are provided with required personal protective clothing and equipment (PPE)

2.5.1.3. REPORTING. In order to simplify the reporting requirements, the use of Feeder Reports is no longer required. Directorates will use a MFR to report all items listed in the ANNEX A (FY 2011 Safety Occupational Health Action Plan Training & Reporting Requirements Matrix). *All Safety training and reporting requirements must be submitted to the ISO NLT Mid-week of the final week ending the Quarter!* For example: First Quarter reports are due Wednesday, 29 December 10. POC for the ISO: Mrs. Susanne A. Hansen, (270) 798-6995, susanne.a.hansen@us.army.mil or Mr. Mark D. Blankenship, (270) 956-0876, mark.d.blankenship@us.army.mil.

- a. SEE Appendix B for an example of the MFR.
- b. SEE Appendix C for an alternate example of the MFR.

2.6. IMPROVE SAFETY CLIMATE AND CULTURE. One of the ways Commanders and Directors can “improve the safety climate and culture” is by building management support, creating awareness, and enforcing leader/employee accountability. Align employees on a common safety philosophy and policy, and begin to build an integrated safety management system, and implement compliance. A primary and alternate Collateral Duty Safety Officer (CDSO) will be assigned to each Directorate. CDSOs will enroll and complete the online Safety Officers Course and attend the local CDSO course in order to be “certified” to perform duties IAW AR 385-10 & DA PAM 385-10. These duties will include but are not limited to performing Low Risk Facility Inspections and developing Joint Hazard Analysis (JHA) for each task / job assigned to the directorate, section or shop. “Empower” employees. Involving employees thru teamwork in a safety oriented environment will foster safety awareness. Employees must report unsafe conditions or hazards immediately to their supervisor or the Installation Safety Office. Ensure accidents are reported, investigated and corrective actions are taken. Proactive Leader Engagement must become the norm to prevent accidents, injuries and/or illnesses, and eliminate the cause of the accident / injury. We must reduce loss time injuries; thus reducing worker’s compensation and other associated costs. Leaders at all levels will focus on accident trends analysis and implement control measures by providing safety training designed to eliminate and/or reduce accidents.

Specific and measurable safety performance objectives will be required in all supervisor performance appraisals. Garrison Commander and Directors will proactively identify activities and operations contributing to accidents and losses, and implement decisive and effective controls to eliminate and/or prevent similar accidents in the future. The forum to discuss Installation level proactive and predictive actions is the Safety and Occupational Health Advisory Council (SOHAC) and the Collateral Duty Safety Officer/Employee Safety Meeting.

2.7. IMPROVE ON/OFF-DUTY LOSS REDUCTIONS. FY 2010 saw an increase in AF employee accidents compared to FY 2009; and saw NAF employees failing to meet the Garrison Commander’s accident reduction target of 20%, using FY 2009 accident rates as the baseline. The Objective for FY 11 is to improve both AF and NAF accident reduction rates IOT meet the CSAs/GCs directive; while sustaining USAG Soldier accident reduction for both on/off-duty.

Leaders at all levels must take a *proactive* approach to achieve directed accident reduction ceiling. Composite Risk Management must be integrated throughout ALL phases of daily operations. First/second-line Supervisors should review the hazards associated with the daily job orders and/or operations prior to beginning each shift with the employees tasked to perform the job or operation. In addition, the first/second-line Supervisors should inspect Personal Protective Equipment (PPE) needed to perform the task/job at hand (as appropriate) prior to beginning the operation, with the employees tasked to perform that job. Additional steps taken to improve on/off-duty loss reductions come in the form of safety training required for all Employees, Supervisor's and Manager's. This training will provide leaders and workforce with the knowledge necessary to prevent accidents by increasing their ability to identify hazards associated with daily operations, the development and implementation of control measures to mitigate hazards resulting in the empowerment of the employee to act as a safety officer, thus promoting a culture of safety awareness. SEE Appendix A (FY 2011 SOHAP Matrix) for the required safety training.

Supervisors and managers will ensure that training and positive reinforcement are utilized to promote the understanding and implementation of hazard elimination and control methods. Provide detailed training to personnel on hazards in the workplace, how to recognize hazardous conditions; signs and symptoms of workplace-related illnesses; protective measures; and safe work procedures.

Commanders and Directors must continue to take advantage of the resources provided by the U.S. Army Combat Readiness Center (USACRC), the ISO, local government agencies, community groups, and on-post volunteer groups. The involvement of peers, Family members, and community resources will help extend the safety culture beyond normal duty hours and locations. Commanders, Directors, Supervisors and managers will identify the job categories and the types of injuries/illnesses that have historically contributed to loss time injuries and/or workers compensation, and target their local countermeasures accordingly. New hires will receive safety awareness information and job related safety training upon arrival to the Directorate. This training will include but is not limited to: use of PPE, JHA/JSA as identified by job hazard review, and similar products. This will be particularly important as Job Hazard Analyses are performed and new hazards are identified.

2.7.1. Proposed Actions. Commanders, Directors, Supervisor's and managers will use current guidance to positively affect and/or reduce the risk of on/off-duty activities for USAG personnel, Families, and civilian employees. Guidance is provided in seasonal safety campaigns, training and information contained on the ISOs 3 websites (Intranet/Internet/ & Face Book), as well as media sources such as the Fort Campbell Courier/Face Book/ Campbell Connection, and Guardian 6 sends Announcements. ALL USAG Soldiers going on TDY/Leave or PCS, IAW CG's policy 13 (Fort Campbell policy on Safety Counseling) & CAM Reg 385-7, will access the CRC website, IOT submit a mandatory Travel Risk Planning System (TRiPS), which is used as a tool to mitigate risk during travel outside of the 100 mile radius of Fort Campbell. All Department of the Army civilians prior to going on TDY must complete a TRiPS POV risk assessment.

IAW CAM Reg 385-7. When the automated system is not available, alternate documents will be used such as FC Form 4144, Pre-Pass and Leave Interview/Briefing or Fort Campbell's Off Duty Risk Assessment Card (Knowledge Share – Safety). These forms are not required when TRiPS can be accessed and printed. The intent of all counseling tools is to enhance the first/second line supervisor's engagement with the Soldier and/or DAC IOT ensure that all POV trip related risks are mitigated to the lowest level possible. Use of the TRiPS is encouraged for use by ALL employees working on the Installation.

2.7.2. Seasonal Safety Days. Seasonal safety days will be executed near the start of the fall/winter and spring/summer seasons. Selected days will consist of demonstrations, presentations, displays, promotional contests or activities to improve awareness of seasonal hazards and educate both military and civilians about the Army's on/off-duty safety programs. ISO will collect data on numbers of individuals attending or participating in the events. Directorate's will report attendance information using the Memorandum for Record (MFR) format. SEE Appendix B & C.

2.7.3. Accident After Action Review (AAR). Garrison Commander will conduct AARs for all Class A accidents and present the AAR to the IMCOM Commanding General or Deputy Commander, in person or via VTC. Number of Class A accidents/AARs will be reported IAW CAM Regulation 385-7. Directors will prepare briefing slides IAW GC guidance and format furnished by the Installation Safety Office when required. Standard format is available at <https://portal.campbell.army.mil/FCPubs/default.aspx?RootFolder=%2fFCPubs%2fDocuments%2fFort%20Campbell%20Publications%2fFort%20Campbell%20Regulations&FolderCTID=0x012000DF6C8F3988D98641B94340DCC794C054&View=%7b6A21D44A%2d1F1F%2d42D9%2dB00C%2d0EAC2DC854D8%7d&PageView=Shared>

2.8. COLLATERAL DUTY SAFETY OFFICER (CDSO) PROGRAM. Directors are required to appoint CDSOs IAW AR 385-10, The Army Safety Program in writing. The appointment orders will be forwarded to the ISO upon assumption of duties as CDSO. Directors will assign one CDSO per division/section/shop for their organization. This directive was approved by the Garrison Commander during the 4th Quarter SOHAC for FY09. Consideration should be given to previous accident history, number of employees assigned and level of occupational exposure risks. CDSOs will be personally selected by the Director with consideration given to the employee's experience, knowledge and reputation. CDSOs serve as the first level of safety and health support for employees and supervisors. They conduct limited safety training (Supervisors retain ultimate responsibility for training), and they participate in safety and health meetings both at the Installation and Directorate level. CDSOs assist the Supervisor in accident and incident reporting, training, and risk assessment/Job Hazard Analysis of various tasks. One CDSO per division/section/shop will be assigned to accomplish the safety goals outlined in this plan. CDSOs must complete the USACRC Collateral Duty Safety Course on-line (IAW AR 385-10) within 30 days of assuming CDSO responsibilities and attend the one-day Fort Campbell CDSO Course in order to be *certified* and trained to perform the duties/responsibility of a CDSO. Organizations consisting of 10 or fewer employees (small organizations) will appoint one CDSO. On- Line enrollment website: <https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>

Certificates of completion and appointment orders will be forwarded to the ISO @ campsafety@conus.army.mil.

2.8.1. CDSO Facility Inspections. All facilities will be inspected for compliance with Occupational Safety and Health Administration (OSHA) standards annually. Annual safety inspections are required using checklist provided by the ISO. IAW AR 385-10 CDSOs will inspect all low risk facilities. Low risk facilities are those which do not require PPE for normal operations within the facility; such as administrative buildings, barracks, or offices. An ISO SOH Specialist will accompany CDSOs from the Directorate, on at least one inspection per year to ensure quality inspections are conducted. CDSOs will report the number of Low Risk Facility Inspections completed quarterly to the Installation Safety Office and submit completed DA Form 4754, Violation Inventory Log or equivalent form to track hazards, control-options, implementation and effectiveness. CDSOs must conduct follow-up on corrective actions and work orders identified from inspections. Medium and High risk facilities will be inspected by ISO SOH Specialists. ISO will coordinate with the CDSOs for inspection of Medium and High risk facilities. *(Supervisor retains ultimate responsibility for inspections).*

2.8.2. Employee Involvement / Employee Rights. In an effort to empower all employees to become safety officers, Directors will involve all employees to augment the CDSO with Low Risk Facility Inspections. To facilitate this recommendation for augmenting the CDSO, CDSOs will conduct training sessions on workplace hazards with all employees. Designate one or two employees from a specific section of the facility (an area they do not work in on a daily basis) and have them conduct a periodic walk through accompanied by the CDSO, to identify hazards. Encourage employees to write and report anything that appears to be a hazard. CDSO will consolidate the results and take action to mitigate the associated risk. Work orders will be submitted when required to fix maintenance type issues. An award system should be set up to recognize employees who excel in this area.

Employees have the right to report unsafe and unhealthy working conditions to their supervisor, any Army Safety official, OSHA, or union representative without reprisal. The report may be verbal or in writing at the employee's discretion. If in writing, DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthy Working Conditions), may be used. Employees are encouraged to call or email the local safety office to address safety concerns. In addition, employees have the right to decline a task because of a reasonable belief that there is an imminent risk of death or serious injury and there is insufficient time for hazard reporting and abatement actions. Participation in the Safety and Health Program is also an employee right without fear of restraint, interference, coercion, discrimination, or reprisal.

2.9. CAPTURE BEST PRACTICES. Directorates are encouraged to capture best practices. The ISO will continue to request that Directors submit & document best safety practices and report them to ISO on a quarterly basis. Fort Campbell SAVs & IMCOM-SE Safety CIPs will be used as a means to gather best practices.

2.10. ARMY TRAFFIC SAFETY TRAINING PROGRAM (ATSTP). The Army Traffic Safety Training Program provides training required for all Army personnel. The training is established to reinforce a positive attitude toward driving, individual responsibility, and correct

response to routine and emergency driving situations. Each progressive traffic safety-training course builds on the previous module to reinforce the Army's expectations for a safe Army driver. The following website provides detailed list of all the ATSTP courses.

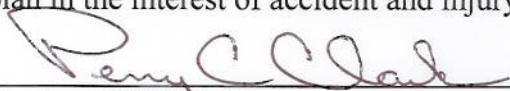
<https://airs.lmi.org/default.aspx>

2.11. SAFETY AWARDS PROGRAM. The purpose the USAG Fort Campbell Safety Awards and Recognition Program is to recognize individuals who have made significant contributions to accident prevention and/or demonstrated excellence in safety. IAW AR 385-10 and AR 672-20 (Incentive Awards), All Directorates will develop a safety awards program to recognize the efforts of their personnel in support of the Installation's efforts to prevent and/or reduce on/off-duty accidents.

Directors, principle staff officers and supervisors responsibilities are listed in GC Policy Letter 14- Safety Awards and Recognition Program. Policy 14 applies to Directors, principle staff officers, supervisors and all Department of the Army civilians assigned to USAG Fort Campbell.

CHAPTER 3 – ACCEPTANCE SHEET

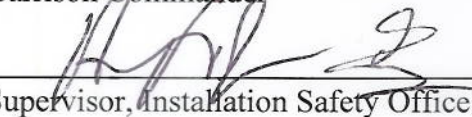
I have reviewed this document and certify that it contains content sufficient to guide program execution. My signature indicates my intent to take action to enhance the effectiveness of the plan in the interest of accident and injury prevention.



Garrison Commander

08 NOV 2010

Date



Supervisor, Installation Safety Office

14 NOV 2010

Date